



Districting Commission Basic Rules of Procedure

Overview: These rules were created to provide a clear process for proposing, amending, and approving motions during Everett Districting Commission Meetings. The City expects all Boards and Commission members/community participants to follow the Civil Discourse Guidelines.

Basic Rules:

Only one subject may be before the group at one time.

All agenda items will have an approximate time allowance for conversation.

In order to extend that time, the chair can call a vote to continue discussion.

Only one person may speak at a time and should keep their comments to less than 2 min.

All members have equal rights. Each commissioner is entitled to one vote, including the chair.

There must a quorum at each meeting. A quorum is defined as having 5 commissioners present.

Members are expected to attend all meetings in person (understanding there are exceptions).

Each item presented for consideration is entitled to discussion.

The commission can ask for a “feel vote.” If there is a majority, the chair will allow for those in disagreement an opportunity to speak (up to 2 minutes per speaker). If this sparks more discussion the conversation will continue. Otherwise, the item will go up for a final vote.

A majority of the commission is required to call a vote.

You must have 5 “yes” votes to pass any motion before the commission.

Commissioners may submit items to the Chair two weeks prior to each meeting (unless meetings are less than 2 weeks apart).

At the end of every agenda, there will be an opportunity for commissioners to bring forward items for discussion. These items are open for conversation but cannot be voted on (unless all commissioners are present) until they become official agenda items.

Motions:

A commissioner must make a motion and get a second (from another commissioner) to act.

All votes will be individually recorded excluding adjourning a meeting

An item may be tabled and therefore discussion will be postponed.

If an item is tabled, it will be added to the agenda for the next meeting (unless there is a reason to postpone further, IE: staff needs more time to research, etc.)

The commission may amend motions. Amendments must not defeat the main motion.

The chair may exercise discretion as needed to maintain civility and productivity.

